

Embassy of the United States of America



Islamabad, Pakistan
Date: September 10, 2016
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To: Offeror

Request Number: **SPK33016Q-5827**

From: Contracting Officer
General Services Office
US Embassy
Diplomatic Enclave, Ramna 5
Islamabad

E-mail: ShahzadK2@state.gov, LatifM@state.gov;
Phone: 92-51-201-5464

Subject: **Request for Price Quotation – Supply of Tires for U.S. Embassy, Islamabad**

A. The U.S. Embassy requests your price quote **on a priority basis** for the **following item/Services:**

1. ITEM DESCRIPTION

The U.S. Embassy Islamabad requires deliveries under an Indefinite Delivery/Indefinite Quality Purchase Order for Islamabad Post. These deliveries will be on-call basis, as identified and requested by Point of Contact (POC). Delivery Order will be issued against the IDIQ Purchase Order of **Firm Fixed Price**.

1.1 Prices

S/ No	Item Description	Approx Quantity	Unit Price (in PKR)	Total Price (in PKR)
1	Toyota Land cruisers model-2009 Tubeless tires Size 285/65 R/17 Dunlop Japan or equivalent	100		

2	Toyota land cruiser tubeless tires model-2007 size 275/65 R / 17 DUNLOP JAPAN or equivalent	25		
3	Toyota Hiace tyre size 195 R/15 /C Dunlop Japan or equivalent	40		
4	Toyota Hilux Tyres size 255 / 70 R / 15 Dunlop Japan or equivalent	40		
5	Toyota land cruiser model-2005 tyre size 265 / 70 R / 16 Dunlop Japan or equivalent	10		
6	Hino mini truck tyre size 7.00-16 Dunlop Japan or equivalent	20		
7	Hino isuzu truck size 10.00-20 Dunlop Japan or equivalent	30		
8	Hino fuel truck size 7.50 /R 16 Dunlop Japan or equivalent	30		
9	Hino isuzu F.M truck size 9.00-20 Dunlop Japan or equivalent	10		
10	Gem electric mule F.M Tyre size 145 / R 12 Dunlop Japan or equivalent	40		
11	Corolla car tyre size 195 / 65 R / 15 Dunlop Japan or equivalent	20		
12	Toyota Rav-4 tyre size 255/65 R 17 Dunlop Japan or equivalent	20		
13	Toyota L/Cruiser(Narrow body) size 275 /70 R 16 Dunlop Japan or equivalent	30		
Grand Total Price				

2. TERMS & CONDITIONS

Duration of Contract:

Duration of the contract will be for one year starting from the date of award.

Place of delivery:

1. Delivery to be made upon notice of 72 business hours. Contractor shall be prepared to provide for emergency on-call deliveries as requested by the assigned U.S. Embassy POC of this IDIQ PO. All deliveries will be made to **U.S. Embassy Warehouse Address: Plot # 281 – 283 (Ex-7up factory), I-9/3, Industrial area, Dry port road, Islamabad.**

Please note, the following steps/actions must be taken prior to the delivery:

Deliveries will be accepted only on Tuesdays and Thursdays from 11:00 a.m. to 02:00 p.m. only, the vendors arriving after this time shall be returned without delivering material. Contact us at least three working days prior to delivery date, and provide with full name/s (as written on NIC) of the person, driver/helper who will deliver the stuff, along with particulars of vehicle/s to be used like make, model, color and license plate (registration) number

Inspection & Acceptance:

A Government representative will inspect the products delivered to determine the quality and acceptability. Substandard products shall be returned at vendor's expense.

Please note that the date of delivered tires must not be more than six (06) months old.

Payment Terms:

Payment will be made within 30 days through Electronic Funds Transfer (EFT) upon submission of legitimate invoice to Financial Management Officer (FMO) for each delivery made and accepted by the POC or receiving unit at our warehouse.

SUBMISSION OF INVOICE:

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Each invoice shall include vendor invoice number, purchase order/contract number, date issued, brief description of supplies/services provided, quantities, unit and total price, and signed by the signing authority.

Invoices must be routed to:

1. One original invoice in pdf format to the Financial Management Center to IslamabadFMC-Invoice@state.gov
2. One copy clearly marked "DUPLICATE Copy for GSO – original submitted to FMO" to Islamabad_GSO_Procurement@state.gov

Although email is the preferred method, invoices may also be submitted by mail (do not also send electronically if you mail the invoice to the following address):

Financial Management Officer (FMO)
US Embassy, Diplomatic Enclave
Ramna-5, Islamabad

MINIMUM AND MAXIMUM OF THE CONTRACT:

The contract will be for a one-year period from the date of the contract award, the U.S. Government guarantees a minimum order of PKR 3,000,000.00. The quantities mentioned in the price section will serve as the maximum of the contract. Means the Government will not place orders under this purchase order more than the above said quantities.

Contract Clauses

FAR & DOSAR (attached) clauses will apply to this purchase order. These clauses can be accessed through following link:

http://aopepd.a.state.gov/Content/documents/overseas_comm-item-fac-2005-36.docx this link does not work

52.249-2 Termination for Convenience of the Government (Fixed-Price)
(MAY 2004) Alternate I (APR 1984)
52.212-4 Contract Terms and Conditions--Commercial Items (May 2015)
52.212-5 Contract Terms and Conditions Required to Implement Statutes or
Executive Orders--Commercial Items (Feb 2016)

Offer Due Date:

1. Please submit your quote on or before **September 23, 2016 at 12:00 noon** to **Contracting Officer, U.S. Embassy, Diplomatic Enclave, Ramna-5, Islamabad** or via Email to following email addresses:
ShahzadK2@state.gov
LatifM@state.gov
2. Please prepare a quotation on your company letterhead in accordance with the requested details of this RFQ.
3. Please provide reference of our Request Number **SPK33016Q-5827** in all your correspondence regarding this request for price quotation.
4. Bidder must have a physical business address and good financial health in order to get this award. Provide evidence for business address and financial strength.
5. Please note that U.S. Embassy is tax exempted hence an exemption certificate will be issued for respective tax levied.